CHAPTER 13

AERONAUTICAL AND ASTRONAUTICAL
MATERIAL RECORDS

SSIC 13000-13999

THE RECORDS DESCRIBED IN THIS CHAPTER
RELATE TO AERONAUTICAL AND
ASTRONAUTICAL WEAPONS AND MATERIALS
AND TO THE DEVELOPMENT AND READINESS OF
THESE WEAPONS AND MATERIALS FOR ALL
NAVAL FORCES. THEY ARE ACCUMULATED BY
AERONAUTICAL ACTIVITIES AND OFFICES AND
BY UNITS AND DEPARTMENTS OR ACTIVITIES
AND OFFICES THAT ARE CONCERNED WITH
AERONAUTICAL AND ASTRONAUTICAL
MATERIALS AND RELATED FUNCTIONS.
RECORDS RELATING TO RESEARCH MATTERS
AND TO FLIGHT AND SPACE OPERATIONS ARE
COVERED IN CHAPTER 3.

SSIC 13000-13099

GENERAL AERONAUTICAL AND ASTRONAUTICAL
MATERIAL RECORDS

SSIC 13000

GENERAL AERONAUTICAL AND ASTRONAUTICAL
MATERIAL RECORDS

1. AERONAUTICAL AND ASTRONAUTICAL
MATERIAL PRIMARY PROGRAM
CORRESPONDENCE RECORDS RELATING TO THE
DEVELOPMENT, IMPLEMENTATION,
INTERPRETATION AND OVERALL
ADMINISTRATION OF NAVY-WIDE POLICIES,
PROCEDURES AND PROGRAMS PERTAINING TO
NAVY AERONAUTICAL MATTERS. THESE
RECORDS ARE ACCUMULATED ONLY IN OFFICES
RESPONSIBLE FOR THE ESTABLISHMENT AND/OR
ADMINISTRATION OF NAVY-WIDE
AERONAUTICAL POLICIES AND PROGRAMS, SUCH
AS: THE OFFICE OF THE SECRETARY, THE CHIEF
OF NAVAL OPERATIONS, AND THE COMMANDER,
NAVAL AIR SYSTEMS COMMAND
(COMNAVAIRSYSCOM). RECORDS RELATE TO
SUCH MATTERS AS:

a. Navy-wide policies and procedures governing the
operations of project management offices.

b. Navy-wide policies and procedures pertaining to
aeronautical and astronautical material readiness.

c. The master file of all technical reports and
publications, along with background papers, maintained
by the originating office.

d. The master aircraft characteristics charts and
reports containing detailed descriptions of the craft and
its capabilities.

e. Master files describing aircraft serviceability and
air-worthiness testing.

f. Design and engineering programs, including
technical design reports, preliminary design reports for
developmental aircraft, specifications and other aspects of
the aeronautical design and engineering program.

Permanent. Transfer to WNRC when 4 years old.
Offer to NARA in 5-year blocks when 20-25 years
old.

NOTE: In retiring records to WNRC, activities should
cite 13000.1 and the appropriate sub-item as the disposal
authority on the SF 135 (i.e., 13000.1c).

Activities may retire in the same accession records
accumulated under more than one sub-item of 13000.1.
If this is done, the SF 135 should indicate the relevant
sub-items.

2. AERONAUTICAL AND ASTRONAUTICAL
MATERIAL GENERAL CORRESPONDENCE.
RECORDS ACCUMULATED IN CONNECTION WITH
THE ROUTINE, DAY-TO-DAY, ADMINISTRATION
AND OPERATION OF NAVY AERONAUTICAL
PROGRAMS. THESE RECORDS ACCUMULATE
PRIMARILY AT OFFICES RESPONSIBLE FOR
IMPLEMENTING AND ADMINISTERING POLICIES
AND PROGRAMS ESTABLISHED BY HIGHER
ECHELON OFFICES, BUT THEY ALSO MAY BE
ACCUMULATED BY HIGHER ECHELON OFFICES
RESPONSIBLE FOR NAVY-WIDE POLICIES AND
PROGRAMS IN CONNECTION WITH THEIR
ROUTINE, DAY-TO-DAY OPERATIONS (AS
OPPOSED TO THEIR ACTIVITIES COVERED BY
PARAGRAPH 13000.1). THESE RECORDS INCLUDE:

a. Routine requests for information concerning
aeronautical/astronautical policies that do not involve the
establishment or revision of policy.

b. Comments on directives, studies, reports, and
other issuances accumulated by offices not responsible for
their preparation.

c. Issuances prepared by lower echelon offices which

merely transmit or adapt for local conditions, policies, and procedures established by higher level offices and related background papers.

   d. Copies retained by preparing offices of reports submitted to higher echelon offices, with related feeder material and background papers.

   e. Records relating to any other aspects of aeronautical/astronautical program administration exclusive of records appropriate for filing under paragraph 13000.1.

   Destroy in accordance with SSICs for specific general correspondence files included in this chapter. For general correspondence not covered by another SSIC, apply the following: destroy when 4 years old, or earlier if no longer needed for current operations.

3. UNIDENTIFIED RECORDS. Records relating to Navy and Marine Corps aeronautical and astronautical material that are not described elsewhere in this chapter.

   Disposition not authorized. Submit an SF 115 following the guidelines of Part II, para. 4.

4. OPERATING RECORDS. Files relating to the routine operation years and administration of activities or offices performing functions related to aeronautical and astronautical matters. These files consist of correspondence, reports, and other records located at the COMNAVAIRSYSCOM HQ, other offices and systems commands, and aviation activities.

   Destroy when 2 years old.

5. PROJECT MANAGER RECORDS. Files maintained by designated project managers and weapons systems managers assigned responsibility for intensified management of weapons, component, and support systems. These records involve a wide spectrum of activity, including support systems. These records involve a wide research, exploratory, advanced engineering, and operational systems development and production and out-of-production support. Files consist of primary program correspondence, reports, plans, studies, etc.

   Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

6. AERONAUTICAL ENGINEERING DRAWINGS AND RELATED DATA. These are files generated and/or accumulated by the Naval Air Technical Services

Facility (NAVAIRTECHSERVFAC) and activities having development or design/engineering cognizance of aircraft and astronautical equipment and components.

   a. Paper Copy. Paper records maintained at activities having development or design/engineering cognizance.

   Destroy after microfilm is verified for accuracy and completeness.

   b. Reference Copies. Files including blueprints and microfilm (other than the master negative).

   Retain on board. Destroy when aircraft, equipment, or components are no longer needed, superseded or obsolete.

   c. Master Microfilm Negative.

   (1) Negatives at activities having development or design/engineering cognizance.

   Transfer to NAVAIRTECHSERVFAC, 700 Robbins Avenue, Philadelphia, PA 19111-5098, when the drawing has served its purpose at the activity. NAVAIRTECHSERVFAC will apply para. 13000.6c(2).

   (2) Negatives at NAVAIRTECHSERVFAC.

   Permanent. Retain on board. Offer to NARA when aircraft, equipment, or component is no longer in inventory, subject to the provision that use of drawings is restricted by category 4 of the Freedom of Information Act (Trade Secrets). For ultimate disposition in the National Air and Space Museum in accordance with NARA/NASM agreement.

7. TECHNICAL REPORTS. These reports are prepared in connection with a project or task and summarize the progress, findings, and conclusions reached relative to specific projects. They may also clarify and supplement information contained in laboratory notebooks and other source data and join all elements of logistic support necessary for the operation and maintenance of aeronautical systems, weapons, and related equipment into a single package.

   a. Technical Reports. Reports maintained by the naval activity preparing the report or by the activity issuing the contract if the report is generated by the contractor.

   Permanent. Transfer to WNRC when 4 years old.

Offer to NARA in 5-year blocks when 20-25 years old.

b. Design Reports. Files prepared by aircraft and weapons systems design staffs and reports submitted by the contractor or field activity explaining how they will meet specified design requirements.

(1) Design validation reports. Analyses submitted by the contractor or field activity which contain sufficient detail to assure demonstrated compliance with the design parameters as stated in the contract specifications which may include calculations for stress and fatigue life and justification for material required.

Retain on board. Destroy when superseded or after life of the item has expired.

(2) Preliminary overall design and summary design reports for developmental aircraft and weapons systems.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

c. Monthly Letter Reports and Quarterly Progress Reports.

Retain on board. Destroy when no longer required.

d. Reference Copies.

Retain on board. Destroy when superseded or no longer required.

8. AERONAUTICAL TECHNICAL PUBLICATIONS AND RELATED MATERIAL.

a. Master Paper Copies of Basic Publications. In addition to master publications, files also include a copy of each change and revision. Files are located at the Washington National Record Center (WNRC) and were accumulated prior to 30 June 1971.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

b. Paper Copies of Microfilmed Publications. Files located at the NAVAIRTECHSERVFAC.

Destroy after microfilm has been verified for accuracy and completeness.

c. Master Microfilm Set. Master file consisting of

basic publication, copy of each change and revision, and copy of final edition with changes incorporated at NAVAIRTECHSERVFAC.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

d. Reference Copies.

Retain on board. Destroy when obsolete, cancelled, or no longer needed for reference.

e. Background Material, Drafts, and Other Papers. Records used in developing and preparing the publication.

Retain on board. Destroy 6 months after final action on publication or 3 years after completion of publication if no final action is taken.

9. NAVAL AVIATION LOGISTICS CENTER RECORDS.

a. General Correspondence Files.

(1) Those files relating to the performance of the activity's assigned aeronautical material fleet readiness functions.

Retain on board. Destroy when 5 years old.

(2) Those files relating to the routine operations of the office.

Destroy when 2 years old.

b. Aircraft Project Case Files.

(1) Correspondence and related papers regarding repairs and alterations to individual aircraft or astronautic vehicles accumulated by overhaul and repair offices or units of aviation stations, facilities, or other activities concerned with the maintenance, overhaul, repair, and readiness of aeronautical craft.

Retain on board. Destroy 1 year after plane leaves activity's custody or completion of repair or alteration.

(2) Summary records relating to any major modifications of types of craft.

Retain on board. Destroy after craft is disposed of or type of craft becomes obsolete.

c. Structural Defects Inspection Reports.

(1) Positive reports.

Retain on board. Destroy when 6 years old.

(2) Negative reports.

Destroy after results have been reported to NAVAIRSYSCOM HQ.

d. Progress and Workload Reports. Reports received from aviation activities.

Destroy when 1 year old.

10. SPECIFICATIONS FOR THE DEVELOPMENT AND MANUFACTURE OF AIRCRAFT AND AERONAUTICAL AND ASTRONAUTICAL EQUIPMENT.

a. Master Files. Files include (preliminary) drafts or diagrams of specifications, test results, comments, working papers, and other records accumulated in connection with the development or modification of the specification as well as approved drawings, plans, or specifications together with summmary papers pertinent to the development and final approval of the specification.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

b. Reference Copies. Copies of specifications accumulated for reference purposes only.

Retain on board. Destroy when specification is approved, cancelled, or superseded.

SSIC 13010-13019

AIRCRAFT CHARACTERISTICS RECORDS

THE RECORDS IN THIS (SSIC 13010-13019) SERIES ARE RELATED TO AIRCRAFT CHARACTERISTICS AND INCLUDE PERFORMANCE; FLYING QUALITIES, STABILITY, AND CONTROL; AERODYNAMICS AND HYDRODYNAMICS; AND STRUCTURAL (LOADS) RECORDS.

SSIC 13010

AIRCRAFT CHARACTERISTICS RECORDS

1. PRIMARY PROGRAM RECORDS. These records document such vital information as weight and dimensions of aircraft, engine power, engine type, take-off distance, wind over aircraft needed for take-off, and range depending on mission and weapon load. Files include detailed description of aircraft operation under different conditions, aircraft's ability to withstand stress, and hydro-dynamics of a seaplane or flying boat.

a. Standard Aircraft Characteristics Charts.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

b. Working Papers and Test Data Used to Develop Standard Aircraft Characteristics Charts.

Retain on board. Dispose when item no longer in inventory. (Dispose by transfer to the National Air and Space Museum.)

SSIC 13020-13029

AIRCRAFT MAINTENANCE RECORDS

THE RECORDS IN THIS (SSIC 13020-13029) SERIES ARE RELATED TO AIRCRAFT MAINTENANCE AND INCLUDE ORGANIZATIONAL, INTERMEDIATE, AND OVERHAUL AND REWORK RECORDS.

SSIC 13020

AIRCRAFT MAINTENANCE RECORDS

1. GENERAL CORRESPONDENCE FILES. Files of activities, departments, divisions, or units concerned with the construction, alteration, overhaul, and repair of equipment and aircraft.

Retain on board. Destroy when 4 years old.

SSIC 13030-13039

AIRWORTHINESS AND SERVICE SUITABILITY RECORDS

THE RECORDS IN THIS (SSIC 13030-13039) SERIES ARE RELATED TO AIR-WORTHINESS AND SERVICE SUITABILITY AND INCLUDE TEST AND EVALUATION, NAVY PRELIMINARY EVALUATION (NPE), SERVICE SUITABILITY TRIALS, AIRCRAFT RESTRICTIONS/LIMITATIONS, AND AIRCRAFT/STORES COMPATIBILITY RECORDS.

SSIC 13030

AIRWORTHINESS AND SERVICE SUITABILITY RECORDS

1. PRIMARY PROGRAM RECORDS. These files describe how aircraft was originally tested by Navy to determine aircraft's ability to perform. Records describe good points and shortcomings of the aircraft and corrective actions. Records include detailed descriptions of what aircraft could do well, very well, only acceptably, and could not do, and explain why. These records are accumulated by various naval activities, departments, divisions, and units and consist of correspondence and reports.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

SSIC 13040

AIRCRAFT SURVIVABILITY/VULNERABILITY RECORDS

1. CORRESPONDENCE, REPORTS, AND RELATED RECORDS. Files which explain the aircraft's ability to effectively perform under specific circumstances. These records are accumulated by various naval activities, departments, divisions, and other organizational units.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

SSIC 13050

CONFIGURATION CONTROL RECORDS

1. CONFIGURATION CONTROL BOARD (CCB) ACTIONS. Records include master files and technical directives of approved changes issued to the fleet to modify aircraft.

a. Master File. These files consist of CCB change requests and supporting data, changes to weapons configuration program, availability of equipment, cost and funding documents, and logistic milestone charts.

Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.

b. Reference Copies.

Retain on board. Destroy when proposals are

implemented or no longer needed for reference.

SSIC 13051

ENGINEERING CHANGE PROPOSALS RECORDS

1. ENGINEERING CHANGE PROPOSALS (ECPs). Files consist of recommendations made by the Navy and/or Navy contractors or other interested parties for changes in procedures for the upkeep, maintenance, repair, or improvement of aircraft, aeronautical equipment, or material, including supporting documentation and correspondence.

a. ECPs Filed with the Official Contract Case File.

Retain on board. Destroy 6 years and 3 months after final payment under the contract.

b. Rejected Items.

Retain on board. Destroy 6 months after final payment under the contract.

c. Reference Copies.

Retain on board. Destroy after proposal is implemented, other action is taken, or no longer needed for reference.

2. AIRCRAFT SERVICE CHANGE FOLDERS. These files consist of correspondence and service changes.

Retain on board. Destroy when superseded.

3. SUMMARIZATION OF MAJOR MODIFICATIONS. These files are summaries of major modifications to aircraft and weapons systems maintained by project managers.

Retain on board. Destroy after aircraft is stricken.

4. MASTER SET OF PROPOSALS. Files generally include and are handled as master technical instructions or plans files.

Permanent. Forward to WNRC when aircraft is stricken from Navy list. Offer to NARA when 20 years old.

SSIC 13052

CHANGES AND BULLETINS RECORDS

1. CHANGES AND BULLETINS. A change directs the

accomplishment and recording of a configuration change, that is, material change, a modification, or an alteration in the characteristics of the equipment. A bulletin directs a one-time inspection to determine whether a given condition exists and specifies what action shall be taken. Files include changes, bulletins, change kit records, and fleet proposals for aircraft modifications.

Transfer to WNRC when 5 years old. Destroy when 10 years old.

SSIC 13053

CHANGE KITS

1. AIRCRAFT SERVICE CHANGE FOLDERS. Records relating to parts or set of parts, material and tooling required to change the form, fit, or function of a system, equipment, component or piece of hardware.

Transfer to WNRC when 5 years old. Destroy when 10 years old.

SSIC 13054

FLEET PROPOSALS FOR AIRCRAFT MODIFICATION RECORDS

1. ENGINEERING CHANGE PROPOSALS. Recommendations for changes in maintenance, repair, or improvement of aeronautical or astronautical equipment or materials.

Transfer to WNRC when 5 years old. Destroy when 10 years old.

SSIC 13060

WEIGHT AND BALANCE RECORDS

1. REPORTS AND CORRESPONDENCE. Files used to ensure that the aircraft has accurate weight and center-of-gravity to operate within permissible limits and to estimate new weights of design when they are in the preliminary stages.

Permanent. Transfer to WNRC when 4 years old. Offer to NARA in 5-year blocks when 20-25 years old.

SSIC 13070

RELIABILITY AND MAINTENANCE RECORDS

1. QUALITY ASSURANCE PROGRAM RECORDS.

These records identify, report, and correct quality deficiencies in reworked and newly procured material.

a. Quality Deficiency Reports. Files include amplifications such as safety and engineering investigation requests.

(1) Reporting activities.

Destroy when 6 months old.

(2) Receiving activities.

Destroy when 1 year old.

(3) When records are microfilmed or converted to Automatic Data Processing (ADP).

Destroy paper records after microfilming or conversion to ADP and process has been verified for accuracy.

2. MASTER FILE. Quality deficiency reports and other records containing valuable engineering data, narrative comments, and investigative results or other data determined to have research or informational value. These files are maintained at the Naval Weapons Engineering Support Activity, Washington, DC.

a. ADP Records.

Retain on board. Destroy when 10 years old.

b. Microfilm Records.

Retain on board. Destroy when 10 years old.

SSIC 13080

EXTERIOR/INTERIOR FINISH, MARKING, AND LIGHTING RECORDS

1. SPECIFICATION RECORDS. These records consist of specifications describing how each aircraft is painted and marked with serial numbers, squadron identification numbers and insignia, instructions, and warnings.

Permanent. Retain on board. Offer to NARA when specification is cancelled or superseded.

SSIC 13090

LOGS AND RECORDS

1. AIRCRAFT LOG BOOKS AND RECORDS. These

records consist of monthly flight summaries, aircraft non-aging records, inspection records of rework, technical directive forms, installed explosive devices records, aeronautical equipment service records, custody and transfer forms, equipment operating logs, and scheduled removal components records.

a. Experimental Aircraft.

(1) Monthly flight summaries and inspection records of rework.

Permanent. Forward to WNRC when the aircraft is stricken from Navy list. Offer to NARA when 20 years old.

(2) All other records listed in 13090.1.

Transfer to nearest FRC when 4 years old. Destroy when 10 years old.

b. Records of Destroyed Aircraft.

Retain on board. Destroy after completion of any necessary investigation and preparation of required reports, provided the aircraft does not fall in para. 13090.1a(1).

c. Records of Aircraft Sold or Transferred to Other than Navy Custody.

Remove and destroy classified information or obtain clearance for release through appropriate channels, then transfer logs and records with equipment unless otherwise instructed by proper authority.

d. Aircraft and/or Equipment Lost in Combat or That Have Been Involved in an Accident Resulting in Death, Missing In Action or Injury of Any Person, and/or Substantial Damage to Other Than Government Property.

Operating activity retain for 1 year for defense to litigation action, then forward to WNRC. Destroy when 20 years old.

2. AIRCRAFT INVENTORY RECORDS. These records consist of equipment lists, shortages, certifications, and records of transfers used to maintain a continuous chain of custodial responsibility incident to the transfer and acceptance of aircraft.

a. Superseded Records.

Retain on board. Destroy after second transfer has

been recorded on a new form.

b. Reissued Records.

Retain on board. Remove last report and merge with the new record.

c. Transferred to Another Government Agency or to a Foreign Government.

Transfer with aircraft.

d. Sold to a Private Party.

Remove and destroy classified information or obtain clearance for release through appropriate channels, then transfer records with aircraft unless otherwise instructed by proper authority.

e. Stricken Because of Accident.

Striking or salvaging activity will retain on board. Destroy when no longer needed by investigating authorities.

SSIC 13100-13199

AIRCRAFT (COMPLETE) RECORDS

THE RECORDS IN THIS (13100-13199) SERIES ARE RELATED TO GENERAL AIRCRAFT (COMPLETE) RECORDS AND INCLUDE FIXED WING (ANTISUBMARINE, ATTACK, CARGO/TRANSPORT, FIGHTER, SPECIAL ELECTRONICS, PATROL, TRAINER, UTILITY, AND VERTICAL FLIGHT (HELICOPTERS, VSTOL)), RESEARCH, AND AIRCRAFT TARGETS RECORDS.

SSIC 13100

GENERAL AIRCRAFT (COMPLETE) RECORDS

1. AIRCRAFT ACCOUNTABILITY AND STATUS. Records consist of correspondence, messages, reports, and other records which describe the location and condition of aircraft.

Destroy when 2 years old.

2. AIRCRAFT AVAILABILITY. Records consist of correspondence, messages, and other records which indicate what type of aircraft are available for service.

Destroy when 2 years old.

3. OTHER RECORDS.

Retain on board. Destroy when aircraft is stricken from the Navy list.

SSIC 13200-13299

AVIONICS RECORDS

THE RECORDS IN THIS (13200-13299) SERIES ARE RELATED TO GENERAL AVIONICS RECORDS AND INCLUDE AUTOMATIC CARRIER LANDING SYSTEM; ELECTRICAL POWER DISTRIBUTION COMPONENTS AND SYSTEMS; AIRBORNE NAVIGATION, AUTOMATIC FLIGHT CONTROL, AND INSTRUMENT SYSTEMS (NAVIGATIONAL AND FUEL CONSUMPTION INSTRUMENTS AND COMPUTERS, FLIGHT INSTRUMENTS, AUTOMATIC PILOT MECHANISMS AND AIRBORNE GYRO COMPONENTS, AND ENGINE INSTRUMENTS); COMMUNICATION AND IDENTIFICATION (CNI) SYSTEMS; AIRBORNE WEAPONS (FIRE CONTROL) SYSTEMS AND AIRBORNE MISSILE GUIDANCE SYSTEMS (GUN SIGHTS); GENERAL PURPOSE COMPUTERS; ANTISUBMARINE WARFARE (ASW) SYSTEMS; ELECTRONIC WARFARE (EW) SYSTEMS; ELECTRIC POWER GENERATOR, INVERTER, CONVERTER, AND BATTERY SYSTEMS AND COMPONENTS; AND AIRBORNE RADAR RECORDS.

SSIC 13200

GENERAL AVIONICS RECORDS

1. CORRESPONDENCE AND REPORTS. Files documenting the significant development, production, test, evaluation, and basic design of electrical and electronic devices for use in aviation, especially electronic control systems for aircraft and airborne weapons.

Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 20 years old.

2. ALL OTHER RECORDS.

Transfer to FRC when 5 years old. Destroy when 10 years old.

SSIC 13300-13399

ASTRONAUTIC VEHICLES (COMPLETE) RECORDS

SSIC 13300

GENERAL ASTRONAUTIC VEHICLES (COMPLETE) RECORDS

1. PLANS AND DRAWINGS FOR ASTRONAUTIC VEHICLES.

Transfer to the NAVAIRTECHSERVFAC when purpose is served. NAVAIRTECHSERVFAC will apply para. 13000.6c(2).

SSIC 13301

SATELLITES RECORDS

1. GENERAL CORRESPONDENCE. Files of a routine nature pertaining to investigation and analysis of satellite alternative to naval aviation mission.

Destroy when 2 years old.

SSIC 13302

SPACE SHUTTLE RECORDS

1. REPORTS AND GENERAL CORRESPONDENCE. Records used to conduct an experiment on the shuttle for a communication program to be taken over by the Space and Naval Warfare Systems Command (SPAWARSYSCOM) (formerly Naval Electronic Systems Command (NAVELEX)).

Destroy when 2 years old.

SSIC 13400-13599

AIRFRAME SYSTEMS, COMPONENTS, AND ACCESSORIES RECORDS

THE RECORDS IN THIS (13400-13599) SERIES ARE RELATED TO GENERAL AIRFRAME SYSTEMS, COMPONENTS, AND ACCESSORIES RECORDS AND INCLUDE STRUCTURAL (INCLUDES MATERIALS) (FUSELAGE; WING, TAIL, CONTROL SURFACES, FLAPS, ETC.; WINDOWS, WINDSHIELDS, AND CANOPIES; DOORS, HATCHES, AND REMOVABLE PANELS; NACELLES AND RADOMES; NUTS, BOLTS, RIVETS, AND FASTENERS); LANDING GEAR, WHEELS, AND BRAKES (TIRES AND TUBES); AIRCRAFT COMPONENTS FOR ARRESTING AND LAUNCHING; HYDRAULIC, PNEUMATIC, AND LUBRICATION SYSTEMS (PUMPS AND MOTORS, VALVES AND LINES, ACTUATORS, FLUIDIC DEVICES, LUBRICATION

(EXCLUDING ENGINE), AND PITOT-STATIC
SYSTEM (EXCLUDING INSTRUMENTS)); DE-ICING,
ANTI-ICING, AND ANTI-FOGGING (AIRFRAME
DE-ICING AND WINDSHIELD DE-ICING,
DEFOGGING, AND RAIN REMOVAL);
ENVIRONMENTAL CONTROL AND LIFE SUPPORT
(HEATING AND AIR CONDITIONING, OXYGEN,
AND PRESSURIZATION); FUEL SYSTEM
(EXCLUDING ENGINE) (INTERNAL FUEL TANKS,
EXTERNAL FUEL TANKS, AND IN-FLIGHT
REFUELING); SPECIAL MISSION SYSTEMS
(INTERNAL CARGO, EXTERNAL CARGO
(INCLUDES HELICOPTER PICKUP AND DELIVERY
SYSTEMS), AIRDROPPED CARGO SYSTEMS,
AIRBORNE MINE COUNTERMEASURES SYSTEMS,
AND AERIAL TOWING (TARGETS AND GLIDERS));
FIRE DETECTION AND PROTECTION; ESCAPE AND
CREW SYSTEMS (GENERAL); ESCAPE SYSTEMS
(EJECTION SEATS AND PARACHUTES); CREW
SYSTEMS (CREW STATION DESIGN AND HUMAN
FACTORS; COMFORT (GALLEYS, BUNKS, AND
LAVATORIES); EMERGENCY EQUIPMENT (LIFE
RAFTS, MAE WESTS, AND SURVIVAL KITS); AND
PERSONAL FLYING EQUIPMENT RECORDS.

SSIC 13400

GENERAL AIRFRAME SYSTEMS, COMPONENTS, AND ACCESSORIES RECORDS

1. RECORDS AND GENERAL CORRESPONDENCE.
Files concerning general airframe systems, components,
and accessories.

    Retain on board. Destroy after aircraft is stricken
from the Navy list.

SSIC 13600-13699

AERONAUTICAL GROUND SUPPORT EQUIPMENT RECORDS

SSIC 13600

GENERAL AERONAUTICAL GROUND SUPPORT EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, AND
MEMORANDA. Files which are nonpolicy in nature and
are concerned with the design, development, production,
test, evaluation, and support of aeronautical support
equipment.

    Retain on board. Destroy when 5 years old.

SSIC 13610

COMMON GROUND SUPPORT EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE. Files containing
information dealing with an item of support equipment
which has application to and is used in support of more
than one end item.

    Retain on board. Destroy when 5 years old.

SSIC 13620

PECULIAR GROUND SUPPORT EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE. Files dealing with
an item of support equipment that is designed and
developed in conjunction with the development of a
particular end item and does not have broad application.

    Retain on board. Destroy when 5 years old.

SSIC 13630

AUTOMATIC TEST EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, AND
MEMORANDA. Records concerning equipment which,
either automatically or semiautomatically, carries out a
predetermined program of testing for possible
malfunctions without reliance on human intervention.

    Retain on board. Destroy when 5 years old.

SSIC 13640

CALIBRATION GROUND SUPPORT EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, AND
MEMORANDA. Records concerning standards, test,
and measurement equipment used in the inspection,
acceptance, and calibration of equipment.

    Retain on board. Destroy when 5 years old.

SSIC 13650

AIRCRAFT MAINTENANCE MATERIAL READINESS LIST (AMMRL) PROGRAM RECORDS

THE AMMRL PROGRAM IS THE TITLE OF THE
OVERALL NAVAIRSYSCOM MANAGEMENT

EFFORT FOR INVENTORY MANAGEMENT OF SUPPORT EQUIPMENT (SE) END ITEMS IN-USE AT ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ACTIVITIES. THE AMMRL PROGRAM USES PREVIOUSLY GENERATED TECHNICAL FACTORS TO ESTABLISH SE ALLOWANCES, TRACK IN-USE ASSETS, AND IDENTIFY ASSET SHORTAGES. THIS INFORMATION PROVIDES A BASIS FOR ASSET REDISTRIBUTION, BUDGET DEVELOPMENT, AND MATERIAL READINESS MEASUREMENT.

1. INPUT DATA AND RELATED PAPERS.

> Retain on board. Destroy when 1 year old or purpose is served, whichever is later.

2. MASTER APPLICATION DATA FOR MATERIAL READINESS LIST (ADMRL) FILES.

> Retain on board. Destroy when no longer needed for reference.

3. VERIFICATION FILES OF INPUT DATA.

> Retain on board. Destroy when superseded or obsolete.

4. ADMRL TAPE PRINT FILES USED TO ISSUE VARIOUS REPORTS.

> Retain on board. Destroy when superseded or obsolete.

5. PRINTED OUTPUT REPORTS.

> Retain on board. Destroy when no longer needed for reference.

SSIC 13660

REPAIR PARTS (SHORTAGES) RECORDS

1. TECHNICAL DATA AND RELATED INFORMATION PAPERS. Records concerning spare and repair parts maintained by supply-control or by maintenance and repair activities.

> Retain on board. Destroy when superseded or when aircraft or equipment is removed from the supply system.

SSIC 13670

MOBILE FACILITY RECORDS

CORRESPONDENCE, MESSAGES, REPORTS, LOGBOOKS, AND INVENTORY RECORDS RELATING TO HABITABLE FACILITIES SHELTERING AVIATION WEAPONS SYSTEMS MAINTENANCE AND TACTICAL OPERATIONS.

1. PRIMARY ACCOUNTABILITY DOCUMENTS. Records including the Mobile Facility (MF) Logbook and Inventory Records (Part II); and OPNAV 4790/51, GSE Custody and Maintenance (Part I).

> Retain on board. Destroy after termination of the service life of the MF or when the MF is surveyed.

2. REPORTS. File including NAVAIR 13670-4, Mobile Facility Equipment Transfer/Receipt Report; etc.

> Destroy 1 year after submission.

3. OTHER RECORDS. All other records pertaining to the MF which are not specifically described in paras. 13670.1 and 2.

> Destroy when 2 years old.

SSIC 13680

REWORK, MAINTENANCE, AND CHECKOUT RECORDS

1. SUPPORT EQUIPMENT (SE) DEPOT REWORK MANAGEMENT RECORDS. These records are used to determine quarterly SE rework requirements, to establish a quarterly schedule for each rework activity, and to maintain a record of the progress of each item through the rework process.

> a. History File (On Tape).

> Retain on board. Destroy when no longer needed for reference.

> b. Paper Printout History File.

> Retain on board. Destroy when 5 years old.

> c. Other Related Files.

> Destroy when 2 years old.

SSIC 13690

AVIONICS SUPPORT EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, AND

MEMORANDA. Records concerning equipment used on the ground to maintain an avionics system.

Retain on board. Destroy when 5 years old.

SSIC 13700-13799

ENGINES AND ENGINE SYSTEMS (INCLUDING COMPONENTS AND ACCESSORIES) RECORDS

THE RECORDS IN THIS (13700-13799) SERIES ARE RELATED TO GENERAL ENGINES AND ENGINE SYSTEMS (INCLUDING COMPONENTS AND ACCESSORIES) RECORDS AND INCLUDE RECIPROCATING, TURBOSHAFT AND JET, ROCKET, NUCLEAR, ENGINE DIAGNOSTICS, ENGINE FUEL SYSTEMS, ENGINE ELECTRICAL SYSTEMS, ENGINE COOLING SYSTEMS, AND ENGINE SYSTEMS COMPONENTS RECORDS. AIRCRAFT ENGINE ACCOUNTING SYSTEMS RECORDS ARE USED TO PROVIDE CURRENT INFORMATION ON LOCATION, CONDITION, AND PERFORMANCE HISTORY OF EACH AIRCRAFT ENGINE. THESE RECORDS ARE THE BASIS FOR SUPPORTING REQUIREMENT COMPUTATION AND BUDGET REQUESTS FOR SPARE ENGINES, REPAIR PARTS, AND REWORK REQUIREMENTS.

SSIC 13700

GENERAL ENGINES AND ENGINE SYSTEMS (INCLUDING COMPONENTS AND ACCESSORIES) RECORDS

1. TRANSACTION REPORTS. Electronic Accounting Machine (EAM) cards, naval messages, speedletters, or magnetic tape submitted via remote terminal(s) by reporting activities, controlling custodians, NAVAIRSYSCOM fleet support (FS) custodians, or designated overhaul points (DOPs).

   a. ADP Records.

      (1) Reporting activities.

Destroy when 3 years old.

      (2) Controlling custodians, NAVAIRSYSCOM FS custodians, and DOPs.

Retain on board. Destroy 3 years after data is submitted to NAVAIRSYSCOM HQ.

      (3) NAVAIRSYSCOM HQ.

Destroy when 1 year old.

   b. Textual Records.

      (1) Reporting activities.

Destroy when 3 years old.

      (2) Controlling custodians, NAVAIRSYSCOM FS custodians, and DOPs.

Retain on board. Destroy 3 years after data is submitted to NAVAIRSYSCOM HQ.

      (3) NAVAIRSYSCOM HQ.

Destroy when 1 year old.

2. END OF QUARTER REPORTS. Reports of flying hours for installed engines (EAM cards) maintained by controlling custodian or NAVAIRSYSCOM FS Custodian or at DOPs and/or NAVAIRSYSCOM HQ.

Destroy when 2 years old.

3. HISTORY FILES. Files of engine transactions (magnetic tape and microfiche) maintained by Naval Computer Telecommunication Station (NCTS), Washington, DC, through October 1978, and at NARDAC, Pensacola, FL, thereafter.

   a. Magnetic Tape Records.

Retain on board. Destroy when 10 years old.

   b. Microfiche Records.

Retain on board. Destroy when 20 years old.

4. AIRCRAFT ENGINE RECORD (WORKSHEET).

Retain on board. Destroy 6 months after transfer or disposition of engine.

SSIC 13800-13899

LAUNCHING AND LANDING EQUIPMENT RECORDS

THE RECORDS IN THIS (13800-13899) SERIES ARE RELATED TO GENERAL LAUNCHING AND LANDING EQUIPMENT AND INCLUDE ARRESTING, BARRIER, AND BARRICADE RECOVERY

EQUIPMENT; LAUNCHING (SHIPBOARD AND
LAND-BASED); AND VISUAL LANDING AIDS
RECORDS.

SSIC 13800

GENERAL LAUNCHING AND LANDING EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, AND
DATA. Records relating to general launching and
landing equipment.

Retain on board. Destroy when 7 years old.

SSIC 13900-13999

OTHER INSTRUMENTS AND LABORATORY EQUIPMENT RECORDS

THE RECORDS IN THIS (13900-13999) SERIES ARE
RELATED TO GENERAL OTHER INSTRUMENTS
AND LABORATORY EQUIPMENT AND INCLUDE
METEOROLOGICAL INSTRUMENTS AND
EQUIPMENT, AIRCRAFT ALARM AND SIGNAL
SYSTEMS (INCLUDE OXYGEN, PRESSURE
SIGNALS, AND WARNING DEVICES), AND
COMBINATION AND MISCELLANEOUS
INSTRUMENTS RECORDS.

SSIC 13900

GENERAL OTHER INSTRUMENTS AND LABORATORY EQUIPMENT RECORDS

1. GENERAL CORRESPONDENCE, REPORTS, AND
DATA. Records relating to other instruments and
laboratory equipment.

Retain on board. Destroy when 5 years old.